

STÁTNÍ TISKÁRNA CENIN, státní podnik

with its registered office at Prague 1, Růžová 6, House No. 943, Postal Code 110 00
registered in the Commercial Register administered by the Municipal Court in Prague,
Section ALX, file 296

Represented by

Tomáš Hebelka, MSc,
Chief Executive Officer



TENDER DOCUMENTATION

(hereinafter "TD")

for the purpose of processing tenders for a supply contract to be awarded in an open procedure pursuant to Section 56 of Act No. 134/2016 Coll., on public procurement, as amended (hereinafter referred to as the "Act")

**Personalization Device for
production of ID-3 travel documents**

1. IDENTIFICATION DATA OF THE CONTRACTING AUTHORITY

Contracting Authority:	STÁTNÍ TISKÁRNA CENIN, státní podnik
Registered office:	Prague 1, Růžová 6/ 943, 110 00, Czech Republic
Business ID:	00001279
Statutory body:	Tomáš Hebelka, MSc, Chief Executive Officer
Contact person:	Mgr. Michala Hlušičková
Telephone:	+420 236 031 443
e-mail:	hlušickova.michala@stc.cz
Data box identifier:	hqe39ah
Contracting authority's profile / electronic tool:	https://mfc.ezak.cz/profile_display_53.html

2. SUBJECT OF THE PUBLIC PROCUREMENT, COMMENCEMENT OF THE TENDER PROCEDURE, SUBJECT CLASSIFICATION, RESERVED CHANGES TO OBLIGATIONS

- 2.1** The subject of this public contract is delivery one piece of Personalization Device for production of ID-3 travel documents, including all other related accessories and equipment, manufactured under applicable EU directives and regulations and related to the deliverable (hereinafter as the "Device"). The technical specifications and requirements are specified in Annexes No. 1 and No. 3 to this TD.
- 2.2** The subject of this public contract also includes the provision of repair and maintenance services not covered by the warranty or after expiry of the warranty, as specified in the Draft Contract for Work in Annex No. 2 to this TD.
- 2.3** This award procedure begins in accordance with Section 56 (1) of the Act upon sending of the Notice of the Award Procedure Commencement to the Official Public Procurement Journal.
- 2.4** Classification of the subject of the public contract

CPV code	Subject of the public contract
42994200-2	Mechanical device for plastic machining

2.5 Reserved changes to obligations

In accordance with the provision of Section 100 (1) of the Act, the Contracting Authority reserves the right to buy **another Personalization Device for production of ID-3 travel documents** from the selected contractor within 5 years from the effective date of Purchase Contract. The decisive moment for ordering

another print system is the situation where this is required under the Contracting Authority's operating conditions (in particular the modification of the technical specifications of ID-3 travel documents). The exact conditions are specified in the Draft Purchase Contract, attached as Annex No. 1 to this TD.

3. ESTIMATED VALUE OF THE PUBLIC CONTRACT

The estimated value of the public contract is **CZK 70,000,000 excl. VAT**.

4. REQUIREMENTS FOR VARIANT SOLUTIONS

The Contracting Authority does not permit variants pursuant to Section 102(1) of the Act.

5. REQUIREMENTS FOR THE UNIFORM WAY OF PRESENTING THE TENDER PRICE

5.1 The tender price shall be set on the basis of the required technical specifications (Annex No. 3 to the TD) and in compliance with the Purchase Contract (Annex No. 1 to the TD) and in compliance with the contract for work (Annex No. 2 to the TD).

5.2 The tender price shall be specified as the highest permissible price, including all the costs to be incurred by the Tenderer in association with the implementation of the subject of the public contract (and customs duties as long as the subject of performance is liable to customs duty in the Czech Republic).

5.3 The Tenderer is not entitled to make the offered tender price conditional to an additional condition.

5.4 The tender price, or any portion thereof, indicated in the tender as provided for under the present TD, must be a positive number, the Contracting Authority does not permit a zero price.

5.5 The Tenderer is responsible for the correctness of the VAT rate and amount determination, as well as any other fees and taxes, in accordance with regulations in force.

5.6 The Supplier shall specify the tender price in the appropriate parts of the contracts (Annex No. 1 and No. 2 to the TD).

5.7 The tender price shall be specified in euros, namely as the price in EUR excl. VAT.

6. PLACE OF PERFORMANCE OF THE PUBLIC CONTRACT

The place of performance is: Production Plant II – Za Viaduktem 8, 170 00 Praha 7, Czech Republic.

7. PERIOD OF PERFORMANCE OF THE PUBLIC CONTRACT

7.1 Estimated contract signature date: 10/2019

7.2 Device supply deadline: at the latest within 28.2.2020.

8. QUALIFICATION DOCUMENTATION

8.1 Compliance with the capacity requirements

a) The Supplier is required to prove its qualifications at the latest by the submission deadline.

b) The qualifications requirements shall be fulfilled by the Supplier who proves fulfilment of:

- the basic capacity requirement within the meaning of Section 74 and Section 75 of the Act,
- professional capacity pursuant to Section 77 of the Act,
- technical qualification to Section 79 of the Act.

In accordance with Section 86(2) of the Act, the Supplier may substitute the required documents for proof of compliance with the qualification requirements with an affidavit (Annex 4 to this TD).

Pursuant to the provisions of Section 87 of the Act the Supplier may also prove compliance with the qualification requirements by submission of the unified European certificate of compliance for public procurement purposes.

In the course of the tender procedure the Contracting Authority may request original documents or notarised copies of the documents for proof of compliance with qualification requirements.

In accordance with Section 122(3) of the Act, the selected Supplier (winner of the public contract) must submit the originals or notarised copies of the documents specified above before signing the contract, unless they have been furnished at an earlier stage of the tender procedure.

The documents for proof for basic capacity pursuant to Section 74 of the Act and professional capacity pursuant to Section 77(1) of the Act must show compliance with the required capacity criterion at the latest 3 months before the date on which the tender is commenced.

8.2 Basic capacity

8.2.1 A supplier shall not be considered qualified if:

- a) they have been convicted of the criminal offence specified in Annex 3 to the Act or an equivalent criminal offence under the legal system of the country of their registered seat during the last 5 years before the date on which the tender is commenced; any quashed convictions shall be disregarded; for legal entities, this requirement must be met by both the legal entity and each and every member of the statutory body. If a member of the statutory body of the supplier is a legal entity, then the member (legal entity) and each member of the statutory body of this legal entity including the person representing this legal entity in the statutory body of the Supplier must comply with this requirement.

Where the tender or request for participation is being submitted by a branch of a foreign legal entity, then the legal entity and the manager of the branch of the foreign legal entity must also comply with this requirement.

If the tender or request for participation is being submitted by a branch of a Czech legal entity, then in addition to the aforementioned statutory

bodies, the manager of the Czech branch must also comply with this requirement.

- b) The Supplier owes any due unpaid tax arrears either in the Czech Republic or in the country of the Supplier's seat.
- c) The Supplier owes any unpaid arrears for public health insurance premiums or penalties either in the Czech Republic or in the country of the Supplier's seat.
- d) The Supplier owes any unpaid arrears for premiums or penalties for social security and contributions to state employment policy either in the Czech Republic or in the country of the Supplier's seat.
- e) they are in liquidation, a bankruptcy order has been issued against them, they have been subjected to forced administration under another legal regulation, or they are in a similar position under the legal system of the country of the supplier's registered office.

8.2.2 **Proof of fulfilment of the basic qualification requirements by a supplier with its seat in the Czech Republic**

The Supplier shall demonstrate compliance with basic qualification requirements **in relation to the Czech Republic as the country of their registered office** by submitting:

- a) an extract from the Criminal Register in line with Section 74 (1) (a) of the Act,
- b) a certificate issued by the competent tax authority in line with Section 74 (1) (b) of the Act,
- c) a written sworn statement on excise tax in line with Section 74 (1) (b) of the Act,
- d) a written sworn statement in line with Section 74 (1) (c) of the Act,
- e) a certificate issued by the applicable regional Social Security office in line with 74 (1) (d) of the Act,
- f) an extract from the Commercial Registry or a written sworn statement providing that the Supplier is not recorded in the registry, in line with 74 (1) (e) of the Act.

8.2.3 **Proof of fulfilment of the basic qualification requirements by a supplier with its seat outside the Czech Republic**

The Supplier shall demonstrate compliance with basic qualification requirements **in relation to the Czech Republic** by submitting:

- a) a certificate issued by the competent Czech tax authority in line with Section 74 (1) (b) of the Act,
- b) a written sworn statement on excise tax in line with Section 74 (1) (b) of the Act,
- c) a written sworn statement in line with Section 74 (1) (c) of the Act,
- d) a certificate issued by the applicable Czech Social Security

- Administration in line with 74 (1) (d) of the Act,
- e) an extract from the Czech Commercial Registry or a written sworn statement providing that the Supplier is not recorded in the registry, in line with 74 (1) (e) of the Act.

The Supplier shall prove fulfilment of the conditions for basic qualifications **in relation to the country of the Supplier's registered seat** by submitting in accordance with Section 81 of the Act documents issued in accordance with the law of the country where they were obtained, in the extent required by the Contracting Authority.

As part of the process of proving basic qualifications, a foreign supplier shall be required to prove **in relation to the country of the supplier's seat** fulfilment of the details according to Section 74 (1) (a) of the Act; according to Section 74 (1) (b) of the Act; according to Section 74 (1) (c) of the Act and according to Section 74 (1) (d) of the Act.

If the required document is not issued under the applicable law of said country, then in accordance with the provisions of Section 45 (3) of the Act it may be substituted by a **written affidavit**.

8.3 Professional capacity

Compliance with professional capacity requirement pursuant to Section 77 of the Act shall be proved by the Supplier submitting a **plain copy of an extract from the Commercial Register** or similar records, if registration in such records is required by a different legal regulation.

8.4 Technical qualification

In accordance with the provision of Section 79 (2) (b) of the Act, the contractor will submit a list of important deliveries provided by the contractor in the last 5 years before the commencement of the award procedure, incl. the prices and periods of their provision and identification data of the clients.

The contractor fulfils the technical capacity if the contractor performed at least 2 contracts for delivery of a machine of similar nature, i.e. a ID-3 or ID-1 plastic card laser personalisation machine.

To ensure an adequate level of economic competition, the Contracting Authority has set a 5-year period for demonstrating the technical capacity in consideration of the complexity of this public contract, or in consideration of the requirement to submit a list of similar contracts performed by the contractor.

The list of important contracts to be submitted by the contractor should in particular contain the following information:

- name of the client the contact was performed for,
- period of performance,
- scope of delivery,
- financial volume (sum) for the performed delivery,

client's contact person with whom the information may be verified (name, business telephone number and email, in compliance with the applicable personal data protection laws in the country of the contractor).

8.5 Demonstrating qualification requirements obtained abroad

Where the required capacity both of a supplier with a registered office in the Czech Republic and of a foreign supplier has been obtained abroad, the relevant means of proof shall be submitted in accordance with Section 81 of the Act, by submitting the documents issued under the legal system of the country where it was obtained, in the scope required by the Contracting Authority.

If the required document is not issued under the applicable law of said country, then in accordance with the provisions of Section 45 (3) of the Act it may be substituted by a written affidavit. This applies if the required document does not have its equivalent in the jurisdiction where the qualification was obtained (i.e. the required document does not exist in the foreign legislative system) and also if the foreign legislation does not require compliance which the Contracting Authority requires to be proved by the respective document submission. In the latter case the Supplier provides an affidavit stating non-existence of the liability compliance with which the Contracting Authority requires to be proved.

8.6 Submitting proof of compliance with the capacity requirement through another entity

If the Supplier is unable to prove compliance with a certain part of the qualification requirements in the full scope they may provide the missing proof by means of another entity.

In such a case, the Supplier shall submit the following documents to the Contracting Authority:

- a) documentary proof of compliance with the professional capacity requirement pursuant to Section 77(1) of the Act (Commercial Register) through another entity,
- b) documents proving compliance with the missing part of the qualification requirements through another entity,
- c) documentary proof of compliance by (that) other entity with the full basic capacity requirement pursuant to Section 74(1) of the Act,
- d) written undertaking by the other entity to provide the services and supplies required for the performance of the public contract or to provide any items or rights at the disposal of the Supplier when the latter performs the contract, at least within the scope the other entity has proved compliance with the capacity requirements on behalf of the Supplier.

The requirement under point d) of the above paragraph shall be deemed complied with if, through the content of the letter of undertaking, the other entity assumes the joint and several responsibility for the performance of the contract along with the Supplier.

8.7 Proving compliance with the capacity requirements for joint tenders

Where the subject of the contract is to be performed by several suppliers acting in concert pursuant to Section 82 of the Act, and the suppliers submit or wish to submit a joint tender to that end, each of them shall prove compliance with the basic capacity requirement in accordance with Section 74(1) of the Act and with the professional capacity requirement in accordance with Section 77(1) of the Act (i.e., extract from the Commercial Register, if registered therein, or from a similar register, if registered therein and if the applicable foreign legislation so requires), separately and in full.

Where the subject of the public contract is to be performed by several suppliers acting in concert pursuant to Section 82 of the Act, they shall submit to the Contracting Authority, along with the means of proof showing their compliance with the capacity requirements, an agreement containing the undertaking of all of the suppliers to be jointly and severally liable to the Contracting Authority and to third parties in respect of any legal relationships in connection with the contract during the entire term of performance thereof, as well as throughout the existence of any other obligations ensuing from the public contract.

8.8 Changes in qualifications

If, following the submission of the documents or proof of compliance with the capacity requirements, such a change occurs in the Supplier's qualification during the tender procedure that would otherwise disqualify the Supplier from the procedure, the Supplier shall notify the Contracting Authority thereof in writing within 5 business days, and submit new documents or proof of compliance with the capacity requirements within 10 business days of the change notification served to the Contracting Authority.

Pursuant to Section 88(2), failure to meet this requirement constitutes a reason for immediate elimination of the Supplier from the procedure.

8.9 SPECIAL METHODS OF QUALIFICATION DEMONSTRATION

Through a copy of entry on the list of qualified contractors

If the Supplier provides the Contracting Authority with an extract from the List of Qualified Contractors by the deadline for qualification demonstration, said extract shall replace the demonstration of compliance with the basic eligibility pursuant to Section 74 of the Act and professional eligibility pursuant to Section 77 of the Act to the extent that the document demonstrating the professional qualification cover the Contracting Authority requirements for demonstration of professional qualification for performing the public contract.

The extract from a list of Qualified Contractors must not be older than 3 months on the last day, as of which compliance with the capacity requirements is to be proved.

Proof of compliance with the capacity requirements using a certificate

If the Supplier submits to the Contracting Authority a certificate issued within a certified contractor system, having the particulars specified in Section 239 of the

Act, such a certificate replaces a proof of qualifications to the extent of the information contained therein. The Supplier shall be qualified to the extent shown in the certificate.

8.10 Requirement to specify subcontractors

In accordance with Section 105(1) of the Act, the Contracting Authority demands that the Tenderers specify in their tenders any parts of the public contract they intend to assign to one or more subcontractors.

In its tender, the Tenderers shall present a list of subcontractors along with a specification of what parts of this public contract will be implemented by each subcontractor, specifying the type of supplies, services or construction works and the percentage (%) financial contribution to the public contract (Annex 5 to this TD). In case the Supplier replaces a subcontractor originally specified in the tender during the performance of the contract, the replacement shall be subject to approval by the Contracting Authority.

If the Tenderer does not want to subcontract any part of the public procurement project they are liable to submit an affidavit stating this as part of their tender (Annex 5 to this ZD).

8.11 Each tenderer may submit one tender under the tender procedure only.

A Supplier that submits their tender under the tender procedure must not, at the same time, be included in another Tenderer's tender under the same procedure as an entity through which the other Tenderer proves compliance with the required capacity in the same tender.

The Contracting Authority shall exclude a Tenderer who has submitted several tenders either separately or jointly with other Tenderers, or has submitted a tender and at the same time is an entity, through which another Tenderer proves their capacity under the same tender procedure.

9. EVALUATION CRITERIA, METHOD OF EVALUATION

Criteria of evaluation

- 9.1** In accordance with Section 114 (1) of the Act, the basic evaluation criterion for the award of this public contract is the economic advantageousness of the tender.
- 9.2** The Contracting Authority sets out the following evaluation criteria based on which the economic advantageousness of tenders will be assessed:

Evaluation sub-criterion		Weight in %
A	Tender price for 1. Personalization Device for production of ID-3 travel documents in EUR, excl. VAT	80%
B	Tender price for 2. Personalization Device for production of ID-3 travel documents according to the Reserved changes to obligations in EUR, excl. VAT	10%
C	Tender price for four-year maintenance service in EUR excl.	10%

	VAT	
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9.3 Criterion A: Tender price for 1. Personalization Device for production of ID-3 travel documents in EUR, excl. VAT

Under this criterion, the contractor will submit the total tender price prepared in accordance with the requirements of this TD.

The Contracting Authority will evaluate the tender price in CZK, excl. VAT, on a scale from 0 to 100. Each tender will be assigned a score under this sub-criterion, which reflects the rate of success of the respective tender in terms of the evaluation sub-criterion. For this criterion, under which the most advantageous tender has the minimum value of the criterion, the assessed tender will be assigned a score, calculated as the ratio of the most advantageous tender to the assessed tender multiplied by 100.

The economic advantageousness of the tender will be assessed on the basis of the lowest total tender price in EUR, excl. VAT, stated in Art. V(2) of the Purchase Contract (Annex No. 1 to this TD).

9.4 Criterion B: Tender price for 2. Personalization Device for production of ID-3 travel documents according to the Reserved changes to obligations in EUR, excl. VAT

Under this criterion, the contractor will submit the total tender price prepared in accordance with the requirements of this TD.

The Contracting Authority will evaluate the tender price in CZK, excl. VAT, on a scale from 0 to 100. Each tender will be assigned a score under this sub-criterion, which reflects the rate of success of the respective tender in terms of the evaluation sub-criterion. For this criterion, under which the most advantageous tender has the minimum value of the criterion, the assessed tender will be assigned a score, calculated as the ratio of the most advantageous tender to the assessed tender multiplied by 100.

The economic advantageousness of the tender will be assessed on the basis of the lowest total tender price in EUR, excl. VAT, stated in Art. XV(6) of the Purchase Contract (Annex No. 1 to this TD).

9.5 Criterion C: Tender price for four-year maintenance service in EUR excl. VAT

Under this criterion, the contractor will submit the tender price, prepared according to the model example, attached as Annex No. 8 to this TD.

The prices specified by the contractor according to the model example will correspond to the prices specified in the Draft Contract for Work (Annex No. 2 to this TD).

To assess the price of the maintenance service in EUR, excl. VAT, the Contracting Authority, or the commission, will use a scale from 0 to 100. Each tender will be assigned a score under this sub-criterion, which reflects the rate of success of the respective tender in terms of the evaluation sub-criterion. For this criterion, under

which the most advantageous tender has the minimum value of the criterion, the assessed tender will be assigned a score, calculated as the ratio of the most advantageous tender to the assessed tender multiplied by 100.

9.6 Method of evaluation

The score reduced by the weight of each sub-criterion will be used for evaluating the tenders.

To evaluate the tenders, the Contracting Authority will use a scale from 0 to 100. Each tender will be assigned a score under this sub-criterion, which reflects the rate of success of the respective tender in terms of the evaluation sub-criterion.

To assess the economic advantageousness of the tenders, the individual scores of tenders under the sub-criteria will be multiplied by the weight of the relevant sub-criterion. On the basis of the sum of the resulting scores under all criteria, the tenders will be ranked depending on their rate of success, where the most successful tender will be the tender which achieved the highest score.


The contractor is not entitled to set further conditions with regard to the proposed values (data) that are subject to evaluation. If additional conditions are set or several different alternatives are used for the values that are subject to evaluation, this may be a reason for exclusion the relevant tender and the contractor from the award procedure. A similar procedure will be applied by the Contracting Authority if any value that is subject to evaluation is specified in a different quantity or form than as required by the Contracting Authority.

The Contracting Authority will not conduct the tender evaluation if only one tender is submitted under the procedure.

The Contracting Authority shall prepare a tender evaluation report in accordance with Section 119 of the Act.

10. GENERAL CONDITIONS AND TERMS OF PAYMENT

10.1 The payment and business terms and conditions are specified in the binding draft of the Purchase Contract (Annex No. 1 to the TD) and draft of the Contract for work (Annex No. 2 to the TD).

10.2 These drafts of contracts are binding to the Supplier. The Supplier is only allowed to complete the draft of the contracts with information marked as incomplete  or modify or fill in the data where the contracts categorically so requires.

10.3 The drafts of contracts shall be submitted by the Supplier as a component of its tender in a simple copy including all its annexes.

10.4 In case of a joint tender, all the Suppliers shall be stated in the drafts of contracts .

11. PUBLICATION OF THE TD

Pursuant to Section 96(1) of the Act, the Contracting Authority shall publish the full TD as well as any potential clarification thereof, amendments or additional information at its Contracting Authority profile / electronic instrument at https://mfc.ezak.cz/profile_display_53.html

12. REQUEST FOR CLARIFICATION OF THE TENDER DOCUMENTATION, COMMUNICATION IN THE COURSE OF THE TENDER PROCEDURE

- 12.1** In the sense of Section 98 (3) of the Act the Supplier is entitled to request from the Contracting Authority clarification hereof via the data box of the Contracting Authority, electronically by email to: hkusickova.michala@stc.cz or via another electronic instrument.
- 12.2** The Contracting Authority shall publish the written clarification hereof including the accurate wording of the inquiry without the inquiring Supplier's identification but with potential related documents within 3 business days from receipt of the Supplier's inquiry, in the Contracting Authority's profile / electronic instrument.
- 12.3** The Contracting Authority may also provide written clarification of the present TD to the Suppliers without a prior request.
- 12.4** To comply with the principle of equal treatment of all Suppliers, the potential clarifications, amendments or additional information to the tender documentation may not be provided by phone. **The Suppliers are therefore recommended to periodically monitor the Contracting Authority's profile / electronic instrument https://mfcr.ezak.cz/profile_display_53.html.**
- 12.5** The Contracting Authority hereby emphasizes that in compliance with Section 4(1) of Decree No. 260/2016 Coll., on specification of more detailed conditions concerning electronic instruments, electronic acts in public procurement processes and conformity certification, in communication by means of an **electronic instrument** a document shall be deemed delivered **already at the moment of receipt of the data message at the electronic address of the data message addressee in the electronic instrument.**
- 12.6** The Contracting Authority further emphasizes that in compliance with Section 211(6) of the Act, in communication by means of a **data box** a document shall be deemed **delivered at the moment of its delivery to the data box of the addressee.**

13. OTHER TENDER CONDITIONS OF THE CONTRACTING AUTHORITY

- 13.1** The present TD is binding upon the Supplier.
- 13.2** In their tender, the Tenderer shall include an extract from the Register of VAT Payers—the tenderer (this applies to domestic VAT payers only) is required to provide the number of their bank account maintained by a payment service provider and submit proof that they have not been identified as an unreliable VAT payer pursuant to Section 109 of Act No. 235/2004 Coll. on value added tax, as amended. The Tenderer shall document the aforementioned information by a printed extract from the database published by the tax administrator in a manner that allows remote access, the so-called “Register of VAT Payers”.
- 13.3** The foreign Tenderer shall include in the tender a plain copy of a sworn statement on banking account or possibly VAT documents demonstrating VAT registration in the Czech Republic and a statement in a plain copy proving that the Tenderer is a reliable VAT payer. The Tenderer may use the sample solemn declaration provided in Annex 6 to this TD.

- 13.4** The Tenderer should attach a list of consumables and consumable spare parts to their tender which the Contracting Authority will have to ensure for proper operation of the Device, using the information available in the tender documentation and an estimate based on their experience gained from operating similar device.
- 13.5** The Tenderer shall draw the offered Device in the Installation Site Drawing attached as Annex No. 10 to this TD. The drawing will be part of the Tenderer's tender, both in PDF digital form and editable DWG form. The drawing should fulfil the safety and operating conditions required under the applicable standards in terms of the needed handling area around the Device. The connecting points should also be marked out in the drawing.
- 13.6** In accordance with Section 48(9) of the Act, the Contracting Authority is required to exclude the Tenderer from the tender procedure if the Contracting Authority finds out that the exclusion conditions as defined under Section 48(7) of the Act apply to the Tenderer, i.e. the selected Tenderer is a joint stock company or has a legal form similar to that of a joint stock company and has not issued book-entered shares only.

14. CONDITIONS FOR THE CONCLUSION OF THE CONTRACT

- 14.1** In accordance with Section 104 (e) of the Act, before signing the contracts, the selected Tenderer shall submit the Insurance Contract, whose subject will be the Contractor's third-party damage liability insurance in the minimum amount of 1.000.000 EUR. An equivalent document for proving this requirement is also the insurance certificate or confirmation of entering into the Insurance Contract, issued by the insurer.
- 14.2** In accordance with the provision of Section 104 (b) of the Act, the Contracting Authority requires from the selected Contractor, as a condition for entering into the contract, a successful result of sample testing, i.e. the test of the ID-3 Travel Document Personalisation Device. The test method (hereinafter referred to as the "Device Test") is described in Annex No. 9 to this TD.
- 14.3** If details regarding the actual owner of a selected Supplier who is a legal entity cannot be determined in the manner according to Section 122(4) of the Act, the Contracting Authority in the request according to the provisions of Section 122(5) of the Act shall call upon the selected Supplier to submit an excerpt from records or similar records which details about the actual owners, or:
- a) For revelation of identification details of all persons who are the actual owners, and
 - b) For submission of documents showing the relationship of all the persons under (a) to the Supplier; these documents include, but are not limited to:
 1. extract from the Commercial Register or an equivalent register,
 2. list of shareholders,
 3. decisions of the statutory body regarding the payment of a share of the profit,
 4. memorandum of association, deed of foundation or articles of association.

All documents must be submitted by the Supplier in the language required by the Contracting Authority under Article 15.2 hereof.

- 14.4** In accordance with the provision of Section 122(3)(a) of the Act, the selected Supplier shall be required to submit the originals or certified copies of the documents they submitted as proof of compliance with the capacity requirements unless the same have already been submitted as part of their tender.

15. TENDER SUBMISSION CONDITIONS

15.1 The Contracting Authority does not require that all the documents or declarations have been signed by the statutory body of the Tenderer or person authorised to act on behalf of or for the Tenderer. The Tenderer by submission of the tender through an electronic tool confirms that the tender has been submitted by the person authorised to undertake such acts and by submission of the tender the Tenderer at the same time also agrees with the award conditions stipulated by the Contracting Authority and the law.

15.2 The tender shall be submitted in the Czech or English language. The Purchase Contract and the Contract for work shall be submitted in the Czech and English language. Should any part of the tender be in a language other than the Czech or English, it must be translated (plain translation) into the Czech or English language. Documents in Slovak and proof of completed education in Latin shall be submitted by the Supplier without a translation into the Czech or English language.

15.3 A submitted tender must contain the documents and information required by law and demanded by the Contracting Authority.

16. FORMAL REQUIREMENTS FOR PROCESSING OF THE TENDER, SUBMISSION OF THE TENDER

16.1 The deadline for tender submission shall end on 14.10.2019 at 9.00 am.

16.2 The applicant shall prepare a written tender in **electronic** form.

16.3 Submitting tenders in electronic form:

- The tender shall be submitted through the E-ZAK electronic tool available at: https://mfcr.ezak.cz/profile_display_53.html.
- All parts of the tender must be well legible. No part of the tender may contain crossed-out words or transcriptions which could be misleading for the Contracting Authority.
- **In order to submit the tender, the applicant must register in the electronic tool. An electronic signature may be required during the registration process.**
- The PC system requirements necessary for proper tender submission are available at: <http://www.ezak.cz/faq/pozadavky-na-system>.
- You may test your browser and system using the following link: https://mfcr.ezak.cz/test_index.html.
- Detailed instructions on how to use the electronic tool are available in the "user's manual" available at: <https://mfcr.ezak.cz/manual.html>.

- In order to eliminate any doubt, the Contracting Authority would like to point out that **it is not necessary to sign the tender electronically.**

16.4 The Contracting Authority recommends using the following tender structure:

- Table of tender contents
- Tender cover sheet (Annex No. 4 to this TD)
- Binding Draft of Purchase Contract, incl. all annexes, and Draft of Contract for Work, incl. all annexes (Annexes No. 1 and No. 2 to this TD)
- Document proving the fulfilment of the capacity requirements, arranged in the following order (Annex No. 5 to this TD):
 - basic capacity,
 - professional capacity,
 - technical capacity,
- Extract from the Register of VAT Payers pursuant to Art. 13.2, or an affidavit pursuant to Art. 13.3 of this TD (Annex No. 7 to this TD)
- List of Subcontractors (Annex No. 6 to this TD)
- Model example of the maintenance service to Art. 9.5 of this TD (Annex No. 8 to this TD)
- List of consumables and consumable spare parts to Art 13.4. this TD
- Installation Site Drawing (Annex No. 10 to this TD)

16.5 Where the Contracting Authority demands, under the present TD, the submission of documents that must also be submitted as part of the purchase contract draft, it is sufficient for the Tenderer to submit a single copy of such documents as part of their tender.

16.6 The Tenderer is exclusively responsible for the completeness of the submitted tender – the list of documents contained in this article of the TD is for reference only and is intended to help the Tenderer to compile the tender – if the list fails to indicate a document, whose inclusion in the tender would otherwise result from the tender documentation or from the law, the Tenderer will not be relieved from the responsibility for the incompleteness of the submitted tender by simply pointing out the incomplete list of documents.

17. OPENING OF TENDERS IN ELECTRONIC FORMAT

The electronic tender opening process is a non-public event.

18. OTHER PROVISIONS

18.1 The Contracting Authority shall not reimburse the Tenderers for any costs incurred in connection with their participation in the tender.

18.2 In accordance with Section 219 of the Act, following the conclusion of the contract with the selected Supplier, the Contracting Authority shall publish the text of the contract concluded with the selected Supplier, including any amendments and additions thereto, at its Contracting Authority profile and in the Register of Contracts.

18.3 By submission of the tender, the Tenderer acknowledges that the Contracting Authority as the obligated entity under Act No. 340/2015 Coll., on the special

conditions for the effectiveness of certain contracts, publishing of such contracts and on the register of contracts (Act on Register of Contracts) is obligated after conclusion of the contracts with a selected Supplier to publish the contracts in the Register of Contracts. Publishing of the contract in the Register of Contracts is an obligatory condition for force of the contract. The Contracting Authority warns that some rights and obligations under the contracts, respectively, related deadlines and periods may be tied to such publication.

18.4 The Contracting Authority reserves the right to verify or obtain clarification for any information provided by the Tenderers in their tenders before making the final decision on the selection of the most advantageous tender.

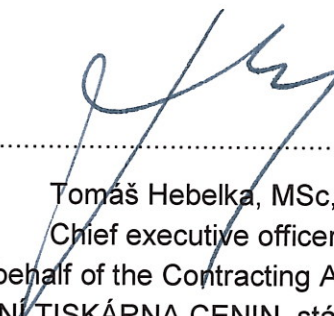
18.5 Neither the tenders of the Tenderers or excluded Tenderers nor their individual parts shall be returned.

19. ANNEXES

- Annex No. 1 – Purchase Contract
- Annex No. 2 – Contract for Work
- Annex No. 3 – Technical Specifications
- Annex No. 4 – Tender Cover Sheet
- Annex No. 5 – Sample Affidavit of Required Capacity Fulfilment
- Annex No. 6 – List of Subcontractors (if any)
- Annex No. 7 – Sample Affidavit of the Bank Account
- Annex No. 8 – Model example of maintenance service
- Annex No. 9 – Machine Testing Description
- Annex No. 10 – Installation Site Drawing

11 -09- 2019

In Prague, on _____


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Tomáš Hebelka, MSc,
Chief executive officer
on behalf of the Contracting Authority
STÁTNI TISKÁRNA CENIN, státní podnik